

Delegation of Authority (DCI Memo) CANCELLED  
Job 554 SECRET

1 of 1

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

## FROM:

Regulations Control Staff  
2210 E Street, Room 204

## NO.

LS-8478 4/22

## DATE

22 April 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. General Counsel	317-A South			<i>[Initials]</i>	<p>142. For your concurrence. <i>[Handwritten note]</i> and transmitted to ADDA</p> <p>OGC HAS REVIEWED.</p> <p>3-4 Col. White advises that the paper in question should be returned to Comptroller and/or filed in RCS inasmuch as it was initiated by the Comptroller primarily for his use. He concurs in not publishing it in the light of Staff Counsel opinion. Please discuss with Comptroller as to who should retain files on this</p>
2. <i>gas</i> Comptroller	1039 Alcott Hall			<i>[Initials]</i>	
3. ADD/A	222 Admin.			<i>[Initials]</i>	
4. Regulations Control Staff					
5.					
6.					
7.					

JOB 554

DELEGATION OF AUTHORITY - MISCELLANEOUS  
DCI MEMORANDUM

Editor: \_\_\_\_\_

Suspense: 4-1-54

LLGIB

*Cancel this job. This is a memorandum only. No application to Reg. 1406 6 apr*

14.				
15.				

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FORM NO. 51-10  
FEB 1950

SECRET

16-01166-1 U. S. GOVERNMENT PRINTING OFFICE

SECRET

6 May 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Delegations of Authority by the Director of Central Intelligence

REFERENCE : Memorandum from Ch, Regulations Control Staff to A-DD/A, dtd 22 Apr 54, same subject

It is our opinion that inasmuch as the authorities granted by the prior Director, dated 1 December 1950 remain in effect until rescinded, and in view of the fact that the additional authorities set forth in the proposal at A6 and T are already contained in Agency regulations [REDACTED] there is no legal necessity for the issuance of the proposed document.

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[REDACTED]

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Office of General Counsel

Att  
File on subject

SECRET

22 April 1954


MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH: General Counsel and Comptroller

SUBJECT: Delegations of Authority by the Director of Central Intelligence

REFERENCE: Memorandum from Acting Deputy Director (Administration) to Chiefs of Major Components, Chief of Logistics, Personnel Director, and General Counsel dated 21 August 1953, Subject as above

1. We are transmitting to you herewith the complete file on the subject of Delegations of Authority by the Director of Central Intelligence.
2. We recommend that this memorandum delegating specific authorities not be published in this form because
  - a. Authorities granted by a prior Director continue in effect until rescinded thereby rendering the republication of this memorandum unnecessary.
  - b. The appropriate authorities are contained in current Agency Regulations thereby rendering this memorandum a duplication of already published material. Adequate Regulations properly indexed eliminate any advantage such a memorandum might have as a service because, in the great majority of instances, it would be necessary for the user to refer to the appropriate Regulation in order to determine the complete applicability of the authority delegated in its relationship to other authorities and functions.
  - c. In the light of (a) and (b) above, there is no legal necessity for the publication of delegations in the proposed form.

  
Chief, Regulations Control Staff

25X1A

cc: General Counsel  
Comptroller

CONCUR:

*See OGC Memo dated 6 May '54*  
General Counsel

*6 May '54*  
Date

*13 May '54*  
Date

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SECRET

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22 April 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH: General Counsel and Comptroller

SUBJECT: Delegations of Authority by the Director of Central Intelligence

REFERENCE: Memorandum from Acting Deputy Director (Administration) to Chiefs of Major Components, Chief of Logistics, Personnel Director, and General Counsel dated 21 August 1953, Subject as above

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  - c. In the light of (a) and (b) above, there is no legal necessity for the publication of delegations in the proposed form.

25X1A

Chief, Regulations Control Staff

cc: General Counsel  
Comptroller

CONCUR:  
25X1A

*See OGC memo  
dated 6 May '54*  
General Counsel */SSW*

*6 May '54*  
Date

*13 May '54*  
Date

CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

By virtue of the authority vested in me as Director of Central Intelligence, it is directed that:

A. The power to review and authorize or approve the following actions is hereby delegated to the Deputy Director (Administration) and the Assistant Deputy Director (Administration), CIA.

✓ 1. The transfer of civilian employees from one official station to another and the payment or reimbursement of all authorized expenses incident thereto, including travel and transportation of household goods, automobiles (overseas), personal effects and dependents of such employees.

✓ 2. Temporary duty travel, travel to and from overseas posts by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.

✓ 3. Applications for travel advances.

✓ 4. Costs in excess of lowest first-class rate for the transportation facility used, when lowest first-class accommodations are not available, use of a compartment or other accommodations required for purposes of security or the use of extra-fare trains and airplanes where appropriate, and the payment of expenses therefor.

✓ 5. Payment of costs of bonds of certifying officers, agent cashiers, other official custodians of funds or property and surety bonds given as security for travel advances.

6. Approval of awards, recommended by duly appointed Efficiency Awards Committee in accordance with Title X of the Classification Act of 1949, as amended (5USC 1152 (b)).

✓ 7. Settlement of claims as provided for in the Federal Tort Claims Act of 1946, as amended, (60 Stat. 843; 28 USC 921).

✓ 8. Execution of contracts in accordance with existing laws and regulations.

✓ 9. Publication of advertisements, notices, and proposals.

✓ 10. Issuance of rules and regulations governing control of Government property in possession of CIA employees, property accountability, and property responsibility.

✓ 11. Appointment of officers authorized to certify vouchers and the revocation thereof.

B. The powers delegated in paragraph A, sections 1, 2, 3 and 4 may be exercised by the Deputy Directors, Assistant Director for Communications and the Director of Training.

C. The powers delegated in paragraph A, sections 1, 2, 4, 8, 9 and 10 may be exercised by the Chief of Logistics.

D. The powers delegated in paragraph A, sections 3, 5, 7 and 11 may be exercised by the Comptroller.

E. The powers delegated in paragraph A, sections 3 and 5 may be exercised by the Chief, Fiscal Division and the Chief, Finance Division, Office of the Comptroller.

F. The power to review, authorize, and approve the following actions is hereby delegated to the Assistant Director for Personnel.

✓ 1. The appointment, status change, and termination of personnel.  
✓ 2. The payment of all allowances to civilian employees stationed abroad.

3. The execution, amendment, and termination of contracts and agreements for personal services with other than Agency employees.

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4. The execution, amendment, and termination of contracts and agreements for services and facilities directly related to the support of covert operations.

G. Outside the continental limits of the United States, the chief of each mission, independent station, or other principal officer directly subordinate to Washington headquarters may exercise the powers delegated in paragraph A, sections 1, 2, 3, 4, and 8, and also those powers delegated in paragraph B, sections 1 and 2. The chief of mission or independent station is hereby authorized to designate an officer or employee at the particular mission or independent station to act or sign for him in the issuance of travel orders, certification of true copies of various documents required in connection therewith, and approval of travel vouchers. The powers delegated in this paragraph G to the chiefs of missions and stations shall be subject to such restrictions and procedures as may be prescribed by Agency regulations.

H. Any officer or employee empowered to act for an officer or employee delegated authority herein may exercise such authority during the latter's absence or incapacity.

I. The powers delegated herein may be exercised by the deputies of designated officials and may be redelegated where appropriate.

J. All prior inconsistent delegations are hereby revoked.

K. The effective date of this order is \_\_\_\_\_.

ALLEN W. DULLES



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff

FROM : Office of General Counsel

SUBJECT: Delegations of Authority (Proposed)

REFERENCE : Job 109-RHW

DATE: 19 January 1954

1. Reference is made to your memorandum requesting that we review existing regulations to determine whether the authorities set forth in the proposed issuance were not already contained, in some manner or form, in existing regulatory issuances.

2. While we are more than willing to render such aid and assistance as may be required to resolve any specific legal questions you may have with respect to the individual authorities contained in the proposal or in the regulatory issuances, we do not believe that a project of the nature and scope which your general request entails can be deemed to be within the responsibilities of this office.

3. Your file is returned.



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OGC/RJB:afb

Attachment

**SECRET**

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

LS-4584

TO	INITIALS	DATE
1 General Counsel 317-A South Bldg.	JPK	1 Sept 53
2		
3		
4		
5		
FROM	INITIALS	DATE
1 ADD/A	AMW	8/21/53
2		
3		

- |                                      |                                               |                                    |
|--------------------------------------|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN    |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH  |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE      |

## REMARKS:

General Counsel concurs.



by ref

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UNCLASSIFIED

FORM 30-4  
SEP. 1947

16-63704-1 U. S. GOVERNMENT PRINTING OFFICE

CONFIDENTIAL

TAB "A"  
ER-1-3908

CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

1 December 1950

By virtue of the authority vested in me as Director of  
Central Intelligence, it is directed:

A. The power to review and authorize or approve the following  
actions is hereby delegated to the Deputy Director for Administra-  
tion, CIA, and his Assistant for Administration.

1. The appointment, termination, direction and general  
administration of Personnel.

2. The payment of all allowances to civilian employees  
stationed abroad.

3. The transfer of civilian employees from one official  
station to another and the payment or reimbursement of all  
expenses incident thereto, including travel and the transporta-  
tion of household goods, automobiles (overseas), personal  
effects and dependents of such employees.

4. Temporary duty travel, travel to and from overseas  
posts by civilian employees and consultants, and the payment  
or reimbursement of expenses incident thereto.

5. Applications for travel advances of vouchered funds.

6. Allowances in excess of lowest first-class rate for  
the transportation facility used when the lowest first-class

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accommodations are not available, use of a compartment, or other accommodations, required for purposes of security, or the use of extra-fare trains and airplanes where appropriate, and payment of expenses therefor.

7. Bonds of certifying officers, agent-cashiers, and surety bonds given as security for travel advances.

8. "Requisitions for Disbursing Funds" (Treasury Dept. Form 427A) to provide available funds to cover expenditures by the Central Intelligence Agency in the continental limits of the United States and abroad.

9. Settlement of claims, as provided for in the Federal Tort Claims Act of 1946 (60 Stat. 843; 28 U.S.C. 921).

10. Execution of contracts in accordance with existing laws and regulations.

11. Publication of advertisements, notices or proposals.

12. Issuance of rules and regulations governing control of Government property in possession of CIA employees, property accountability, and property responsibility.

13. The appointment of officers authorized to certify vouchers and the revocation thereof.

B. The powers delegated herein may be exercised by the Deputies of designated officials, and may be redelegated where appropriate.

C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Personnel Director or the chiefs of his personnel branches.

2. The power to approve appointments delegated in Paragraph A, Section 1, may also be exercised by the chiefs of the place-

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ment sections of the personnel branches.

D. 1. The powers delegated in Paragraph A, Sections 3 (when authorized by the Personnel Director), 4, 6, 10, and 11 may also be exercised by the Chief of Administrative Services and his Assistant.

2. The powers delegated in Paragraph A, Sections 3, 4, and 6 may also be exercised by the Chief and Assistant Chief of the Transportation Branch, Administrative Services Division.

E. 1. The powers delegated in Paragraph A, Sections 5, 7, 8, 9, and 13 may also be exercised by the Comptroller or the Assistant Comptroller.

2. The powers delegated in Paragraph A, Sections 5, 7, and 8 may also be exercised by the Chief, Fiscal Branch and the Chief, Finance Branch, Finance Division.

F. The powers delegated in Paragraph A, Sections 10, 11, and 12 may also be exercised by the Chief of Procurement or the Chief of his Procurement and Contract Branch.

G. Outside the continental limits of the United States, the chief of each mission or independent station may authorize and approve temporary duty travel abroad of civilian employees whose official stations are located within his particular theater; and may exercise the powers and authorities delegated in Paragraph A, Sections 1, 2, and 10. The chief of a mission or independent station is hereby authorized to designate an officer or employee at the particular mission or independent station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and

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certification of travel vouchers. The powers delegated in this Paragraph G to the chiefs of missions and stations shall be subject to such restrictions and procedures as may be prescribed by Agency regulations.

H. Any officer or employee empowered to act for an officer or employee delegated authority herein may exercise such authority during the latter's absence or incapacity.

I. All prior inconsistent delegations are hereby rescinded.

J. The effective date of this order is 1 December 1950.

/s/

WALTER B. SMITH  
Director

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Security Information

RECEIVED

MEMORANDUM FOR: ✓ Deputy Director (Plans)  
Deputy Director (Intelligence)  
Assistant Director for Communications  
Director of Training  
Chief of Logistics  
Personnel Director  
General Counsel

SUBJECT : Delegations of Authority by the Director of Central Intelligence

1. There is attached hereto as Tab A, a copy of delegations of authority, effective 1 December 1950, signed by Walter B. Smith, then Director of Central Intelligence, wherein he delegated certain specific statutory authorities granted to Heads of Government Agencies by law.

2. Tab B has been drafted and contains substantially the same provisions as the previous delegations (Tab A) except for the approval of incentive awards which the Office of General Counsel determined as currently required, and certain official titles and organizational jurisdiction in accordance with the existing organizational structure.

3. It is requested that Tab B be reviewed to ascertain that it is appropriate to the duties and responsibilities charged to the respective addressees in existing directives prior to submission to the Director for signature. It is requested that your concurrences and/or comments be submitted to this Office on or before 1 September 1953.

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L. K. WHITE  
Acting Deputy Director  
(Administration)

## Attachments:

Tab A  
Tab B

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Security Information

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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington 25, D.C.

By virtue of the authority vested in me as Director of Central Intelligence, it is directed *that*:

A. The power to review and authorize or approve the following actions is hereby delegated to the Deputy Director (Administration) and the Assistant Deputy Director (Administration), CIA.

- and* 1. The appointment, termination, direction and general administration of personnel.
- and* 2. The payment of all allowances to civilian employees stationed abroad.
- | 3. The transfer of civilian employees from one official station to another and the payment or reimbursement of all authorized expenses incident thereto, including travel and the transportation of household goods, automobiles (overseas), personal effects and dependents of such employees.
- 2 4. Temporary duty travel, travel to and from overseas posts by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.
- 3 5. Applications for travel advances.
- 4 6. Excess over the cost of lowest first-class rate for the transportation facility used when ~~the~~ lowest first-class accommodations are not available, use of a compartment, or other accommodations, required for purposes of security or the use of extra-fare trains and airplanes where appropriate, and payment of expenses therefor.

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- payment of cost of*
- 5 7. Bonds of certifying officers, agent cashiers, other official custodians of funds or property, and surety bonds given as security for travel advances. *1/10/20*
- 6 8. Awards recommended by a duly appointed Efficiency Awards Committee in accordance with Title X of the Classification Act of 1949, as amended (5 U.S.C. Section 1152 /b/).
- 7 9. Settlement of claims, as provided for in the Federal Tort Claims Act of 1946 (60 Stat. 843; 28 U.S.C. 921).
- 8 10. Execution of contracts in accordance with existing laws and regulations.
- 9 11. Publication of advertisements, notices or proposals.
- 10 12. Issuance of rules and regulations governing control of Government property in possession of CIA employees, property accountability, and property responsibility.
- 11 13. The appointment of officers authorized to certify vouchers and the revocation thereof.

B. The powers delegated herein may be exercised by the Deputies of designated officials, and may be redelegated where appropriate.

*Ans* { C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Assistant Director (Personnel) and the Personnel Director.

2. The power to approve appointments delegated in Paragraph A, Section 1, may also be exercised by the chiefs of the placement sections of the Personnel Office.

- 2 -

CONFIDENTIAL

1, 2  
D. 1. The powers delegated in Paragraph A, Sections 3, 4, and 6 may also be exercised by the Chief of Logistics and the Chief, Transportation Division.

8 9  
10 2. The powers delegated in Paragraph A, Sections 10, 11, and 12 may also be exercised by the Chief of Logistics.

3 4 5  
E. 1. The powers delegated in Paragraph A, Sections 5, 7, 9, and 13 may also be exercised by the Comptroller.

3 4  
2. The powers delegated in Paragraph A, Sections 5 and 7 may also be exercised by the Chief, Fiscal Division and the Chief, Finance Division of the Office of the Comptroller.

1 2 3  
4 F. The powers delegated in Paragraph A, Sections 1, 3, 4, 5, and 6 may also be exercised by the Deputy Directors, Assistant Director for Communications and the Director of Training subject to such restrictions and procedures as may be prescribed by Agency regulations.

G. Outside the continental limits of the United States, the chief of each mission, independent station, or other principal officer directly subordinate to Washington headquarters may exercise the powers and authorities delegated in Paragraph A, Sections 1, 2, 3, 4, 5, 6, and 10. The chief of a mission or independent station is hereby authorized to designate an officer or employee at the particular mission or independent station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and approval of travel vouchers. The

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CONFIDENTIAL

powers delegated in this Paragraph G to the chiefs of missions and stations shall be subject to such restrictions and procedures as may be prescribed by Agency regulations.

H. Any officer or employee empowered to act for an officer or employee delegated authority herein may exercise such authority during the latter's absence or incapacity.

I. All prior inconsistent delegations are hereby rescinded.

J. The effective date of this order is 26 February 1953.

ALLEN W. DULLES  
Director

CONFIDENTIAL

-4-

SECRET

24 September 1953

MEMORANDUM FOR: The General Counsel

SUBJECT: Delegations of Authority

REFERENCES: Attached File. (See Appendix A for Listing of Documents fwd with this memo)

In Reply, Refer to: Job 109 - RHW

1. The attached file was forwarded to us by the Executive Officer, Deputy Director (Administration) with the recommendation that we determine the most appropriate method for processing.
2. The suggestion that this paper be published originated with the Office of the Comptroller. It is my understanding that historically a paper similar to this was generated to satisfy General Accounting Office audit exceptions with regard to authorizations for payments of funds by officials to whom the appropriate authority had not been properly delegated. The Comptroller has originated a request for republication of this paper with the succession of each individual Director of Central Intelligence since the original paper was issued, and, with appropriate modifications, the delegations have been re-issued by each incoming Director.
3. The Comptroller will withdraw his request for publication of these delegations in this form contingent upon his assurance that:
  - a. Authorities granted by a prior Director continue in effect until rescinded; or
  - b. The appropriate authorities are contained in current Agency Regulations; and
  - c. There is no legal necessity for the publication of delegations in the proposed form.
4. It is my belief that the authorities delegated in this paper are adequately covered by the Confidential Funds Regulations and other Agency regulatory issuances. However, some of the authorities in question are stated in the regulations in more general terms and in language which is different than that used in the proposed memorandum, and which may be subject to differing legal interpretations.
5. We should like to request, therefore, that you verify the adequacy of existing regulations in this regard and, dependent upon your findings, recommend appropriate action to be taken by the Regulations Control Staff with regard to the subject file.

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Security Information

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6. It is my opinion that the most appropriate medium for the publication of these general Delegations of Authority would be in [redacted] - Organization, of Agency Regulations with specific authorities set forth in the particular regulation governing the function involved. I would recommend, therefore, that to the extent current regulatory issuances may be inadequate in this regard, appropriate changes should be made in the applicable regulations in preference to the issuance of subject memorandum in its present form.

7. I would appreciate receiving your comments at the earliest possible time. For purposes of our records, I am placing this subject in suspense for 15 October 1953.

[redacted]

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Special Assistant to the  
Deputy Director (Admin.)

Attachment - 1

File on Delegations of Authority  
(Listing of Documents contained  
therein enclosed as Appendix A)

cc - Executive Officer, DD/A  
Comptroller  
Regulations Control Staff

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SECRET  
Security Information

APPENDIX A

<u>Registry No.</u>	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
ER-4-5400	9-4-53	Chief, RCS	EO/DD/A	Delegations of Authority by the DCI
ER-4-5283	9-1-53	A/DD/A	Pers. Director	Delegations of Authority by the DCI
ER-4-5284	9-1-53	DD/A	COP/DD/P	Delegations of Authority by the DCI
ER-4-4887	8-21-53	DD/P DD/I AD/Commo Director of Trng. Chief of Logistics Personnel Director General Counsel	A/DDA	Delegations of Authority by the DCI
			With attachments Tab A - ER-1-3908 Tab B - ER-1-3908	
ER-4-5309	9-1-53	A/DDA	Chief of Logistics	Delegations of Authority by the DCI
ER 4-5326	8-31-53	A/DDA	Director - Trng	Delegations of Authority by the DCI
ER 4-5129	8-27-53	A/DDA	DD/I	Delegations of Authority by the DCI
ER 4-5250	8-31-53	A/DDA	AD/Commo	Delegations of Authority by the DCI

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Security Information

24 September 1953

MEMORANDUM FOR: The General Counsel

SUBJECT: Delegations of Authority

REFERENCES: Attached File. (See Appendix A for Listing of Documents fwd with this memo)

In Reply, Refer to: Job 109 - RHW

1. The attached file was forwarded to us by the Executive Officer, Deputy Director (Administration) with the recommendation that we determine the most appropriate method for processing.

2. The suggestion that this paper be published originated with the Office of the Comptroller. It is my understanding that historically a paper similar to this was generated to satisfy General Accounting Office audit exceptions with regard to authorizations for payments of funds by officials to whom the appropriate authority had not been properly delegated. The Comptroller has originated a request for republication of this paper with the succession of each individual Director of Central Intelligence since the original paper was issued, and, with appropriate modifications, the delegations have been re-issued by each incoming Director.

3. The Comptroller will withdraw his request for publication of these delegations in this form contingent upon his assurance that:

a. Authorities granted by a prior Director continue in effect until rescinded; or

b. The appropriate authorities are contained in current Agency Regulations; and

c. There is no legal necessity for the publication of delegations in the proposed form.

4. It is my belief that the authorities delegated in this paper are adequately covered by the Confidential Funds Regulations and other Agency regulatory issuances. However, some of the authorities in question are stated in the regulations in more general terms and in language which is different than that used in the proposed memorandum, and which may be subject to differing legal interpretations.

5. We should like to request, therefore, that you verify the adequacy of existing regulations in this regard and, dependent upon your findings, recommend appropriate action to be taken by the Regulations Control Staff with regard to the subject file.

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Security Information

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6. It is my opinion that the most appropriate medium for the publication of these general Delegations of Authority would be in [REDACTED] - Organization, of Agency Regulations with specific authorities set forth in the particular regulation governing the function involved. I would recommend, therefore, that to the extent current regulatory issuances may be inadequate in this regard, appropriate changes should be made in the applicable regulations in preference to the issuance of subject memorandum in its present form.

7. I would appreciate receiving your comments at the earliest possible time. For purposes of our records, I am placing this subject in suspense for 15 October 1953.

25X1A

[REDACTED]  
Special Assistant to the  
Deputy Director (Admin.)

Attachment - 1  
File on Delegations of Authority  
(Listing of Documents contained  
therein enclosed as Appendix A)

cc - Executive Officer, DD/A  
Comptroller  
Regulations Control Staff

-2-

SECRET

Security Information



APPENDIX A.

<u>Registry No.</u>	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
ER-4-5400	9-4-53	Chief, RCS	EO/DD/A	Delegations of Authority by the DCI
ER-4-5283	9-1-53	A/DD/A	Pers. Director	Delegations of Authority by the DCI
ER-4-5284	9-1-53	DD/A	COP/DD/P	Delegations of Authority by the DCI
ER-4-4887	8-21-53	DD/P DD/I AD/Commo Director of Trng. Chief of Logistics Personnel Director General Counsel	A/DDA	Delegations of Authority by the DCI
		With attachments Tab A - ER-1-3908 Tab B - ER-1-3908		
ER-4-5309	9-1-53	A/DDA	Chief of Logistics	Delegations of Authority by the DCI
ER 4-5326	8-31-53	A/DDA	Director - Trng	Delegations of Authority by the DCI
ER 4-5129	8-27-53	A/DDA	DD/I	Delegations of Authority by the DCI
ER 4-5250	8-31-53	A/DDA	AD/Commo	Delegations of Authority by the DCI

information

MEMORANDUM FOR: Chief, Regulations Control Staff

4 September 1953

SUBJECT : Delegations of Authority by the Director of Central  
Intelligence

1. Forwarded herewith are various papers pertaining to the above subject. These papers consist of comments from the addressees of the memorandum from this Office, dated 21 August 1953.
2. Although this matter originated in the Office of the Comptroller, it is suggested that it might be appropriate for your staff to handle. In addition there is raised for your consideration the question of whether or not the subject document should be part of our issuance system.
3. The other principal question concerns the legal necessity for this document. For advice on this you may wish to consult the Office of the General Counsel. If it is not legally required, there remains the question of whether or not it is necessary for policy reasons. It would seem that if our regulations are completely in order, these delegations will occur in specific parts of the regulations and where required will bear DCI authentication.
4. The above is pursuant to our telephone conversation.

Attachments

25X1A



cc: Comptroller  
General Counsel

SECRET  
Control Information

1 SEP 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Delegations of Authority by the DCI

1. With reference to your memorandum dated 21 August 1953, subject as above, the following comments are forwarded:

a. Recommend that paragraph C. 1 be amended to include, in addition to Sections A. 1 and 2, Sections A. 3 and A. 4. These sections are so closely related to the authority in A. 1 that a re-delegation of these authorities to the Personnel Office would seem appropriate. Also, a delegation of these authorities would be consistent with duties and responsibilities currently assigned the Personnel Office, particularly those which are administered by the Central Processing Branch. The responsibility of this Office for approving invitational travel (Notice [REDACTED] 12 November 1952), the responsibility for processing numerous cases involving changes in official station, and the extensive travel of our field recruitment officers would seem to support the recommended delegation.

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b. Recommend that paragraph A. 8 be amended to recognize the current delegation of authority in Agency Regulation [REDACTED] Incentive Awards to the Incentive Awards Committee to approve incentive awards up to the amount of \$250.00. Reference paragraph 6. b. (5).

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c. Recommend that paragraph C. 2 be amended to read as follows:

"2. The power to approve appointments delegated in paragraph A, Section 1, may also be exercised by those placement Officers in the Personnel Office designated by the Assistant Director (Personnel) or the Personnel Director."

2. It is further recommended that there be added as a new section in paragraph A the following:

"The administration of the oaths prescribed by Section 1757, Revised Statutes, as authorized by Section 206, Public Law 90 (75th Congress)."

If the above is acceptable, paragraph C should similarly be revised by adding the following:

"The authority to administer oaths delegated in Section A \_\_\_\_\_, may also be exercised by the AD/P, Personnel Director, the Chief, Processing and Records Division, the

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Chief and Assistant Chief, Transactions and Records Branch,  
and all Personnel Office Appointment Clerks."

The above is consistent with the memorandum dated 12 May 1953 to this  
Office from the Office of General Counsel, subject, "Delegation of  
Authority to administer the Oath of Office," wherein that office indicated  
that it could visualize no legal obstacle to this proposal.



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GEORGE E. HEILTON  
Personnel Director

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SEP 1 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Delegations of Authority by the Director of Central Intelligence

REFERENCE: Memo from the ADD/A dtd 21 August 1953 on above subject

## 1. Comments on reference proposal:

a. Reference para. D.1. of Tab B to reference. It is not believed appropriate to authorize the Chief of Logistics and the Chief, Transportation Division, to approve the transfer of civilian employees from one official station to another. This delegation should be modified to make it subject to the action of the Personnel Director. *Right*

b. The provision included in paragraphs F. and G. of Tab B to reference, making delegations involved subject to restrictions and procedures prescribed by Agency regulations, should be eliminated and a general paragraph included, making all delegations proposed in Tab B subject to such restrictions and procedures. *Right*  
?  
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c. It is recommended that an additional general paragraph be added to the proposed Tab B to reference requiring all officials to whom powers are delegated by the DCI to complete all essential coordination with other interested Agency officials prior to exercising delegated authority.

d. It is not understood why the effective date of the proposed statement of delegations is established as 26 February 1953. The delegations now in effect, dated 1 December 1950, are, according to the General Counsel, automatically effective until revised. It will appear, therefore, that the effective date of the revision should be the date of publication.

e. A statement should be included in the revised delegations of authority to the effect that nothing contained therein shall modify provisions of memorandum from the DCI dated 18 September 1952, subject: Delegations of Authority to DD/P. It is essential that this memorandum be left in effect until such time as all old Agency regulations and directives affected thereby have been revised and rescinded.

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2. Except as stated above, the Deputy Director (Plans) concurs in the proposed revision of Statement of Delegations by the Director of Central Intelligence.

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A black rectangular redaction box covering a signature.

Chief of Operations, DD/P


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ER-4-2309

MEMORANDUM FOR: Acting Deputy Director (Administration)  
SUBJECT : Delegations of Authority by the Director  
of Central Intelligence

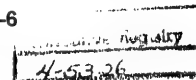
In response to your request of 21 August 1953, this Office has reviewed and concurs in proposed delegations of authority by the Director of Central Intelligence as applicable to the functions of the Logistics Office.



JAMES A. GARRISON  
Chie. of Logistics

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31 August 1953

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Delegations of Authority by the Director  
of Central Intelligence

REF : Conf memo dated 21 August 1953 from Acting  
DD/A, same subject

1. This Office concurs in the proposed delegations of  
authority by the Director of Central Intelligence outlined  
in TAB B of referenced memorandum. 25X1A



MATTHEW BAIRD

CONFIDENTIAL



27 August 1953

MEMORANDUM FOR: Acting Deputy Director/Administration

SUBJECT : Delegations of Authority by the Director of  
Central Intelligence

REFERENCE : Your memorandum dated 21 August 1953, subject  
as above

The proposed delegations of authority set forth in Tab B  
to the reference memorandum appear to be appropriate and I concur  
in their issuance.

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ROBERT AMORY, JR. *W*  
Deputy Director/Intelligence

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Executive Registry
4-5250

AUG 24 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Delegations of Authority by the Director of  
Central Intelligence

REFERENCE: ER-4-4887

I concur in Tab B of reference, wherein it applies to the Assistant  
Director for Communications, as written.



Assistant Director for Communications

25X1A

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22 April 1954


MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH: General Counsel and Comptroller

SUBJECT: Delegations of Authority by the Director of Central Intelligence

REFERENCE: Memorandum from Acting Deputy Director (Administration) to Chiefs of Major Components, Chief of Logistics, Personnel Director, and General Counsel dated 21 August 1953, Subject as above

1. We are transmitting to you herewith the complete file on the subject of Delegations of Authority by the Director of Central Intelligence.
2. We recommend that this memorandum delegating specific authorities not be published in this form because
  - a. Authorities granted by a prior Director continue in effect until rescinded thereby rendering the republication of this memorandum unnecessary.
  - b. The appropriate authorities are contained in current Agency Regulations thereby rendering this memorandum a duplication of already published material. Adequate Regulations properly indexed eliminate any advantage such a memorandum might have as a service because, in the great majority of instances, it would be necessary for the user to refer to the appropriate Regulation in order to determine the complete applicability of the authority delegated in its relationship to other authorities and functions.
  - c. In the light of (a) and (b) above, there is no legal necessity for the publication of delegations in the proposed form.

  
Chief, Regulations Control Staff

25X1A

cc: General Counsel  
Comptroller

CONCUR:

General Counsel

Date

Comptroller

Date

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RM 5-512

NATIONAL SECURITY COUNCIL

DELEGATION OF AUTHORITY

13 January 1954

REFERENCE: National Security Council Delegation of Authority, dated 1 December 1950.

By virtue of the authority vested in me as Executive Secretary, National Security Council, and the provisions of the resolution of the National Security Council as approved September 25, 1947, and in order to carry out the activities and functions provided for in section 101 of Public Law 253, 80th Congress, approved July 20, 1947:

1. The power delegated to the Deputy Director for Administration, CIA, and his Assistant for Administration in paragraphs A-1 and A-2 of the referenced document are revoked.
2. Paragraphs C-1 and C-2 of the referenced document are revoked.
3. The power to review and authorize or approve the following actions on behalf of the National Security Council is hereby delegated to the Assistant Director for Personnel, CIA, with power to redelegate where appropriate.
  - a. The appointment, status change, and termination of personnel.
  - b. The payment of all allowances to civilian employees stationed abroad.
4. The term Personnel Director in paragraph D-1 of referenced document is amended to read Assistant Director for Personnel.
5. All prior delegations not otherwise inconsistent herewith remain in effect.
6. The effective date of this order is 10 January 1954.

/s/

Executive Secretary

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3. If the Acting Assistant Director, Personnel, or any other administrative officer is unable to accomplish his mission through lack of properly delegated authority, we will be glad to review the existing delegations and, if necessary, make a complete revision; but unless the present form of delegations in the Memorandum of 1 December 1950 is hampering any office, we believe it should not be revised. We would be glad to consult at any time with anyone who has questions in this regard.


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General Counsel

LRH:kr

Distribution: 25X1A

Orig & 1 - Addressee

1 - O&MS Attn: 

2 - OGC

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29 July 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Delegation of Authority

REFERENCE: Memo to DD/A from Acting AD/P dated 17 June 1952  
with cover memo from Acting DD/A to Chief, OAMS  
dated 25 June 1952

1. In his memorandum of 17 June the Acting Assistant Director, Personnel, states there are gaps in the authority delegated to him. After a review of existing delegations, we are of the opinion that he has the authority necessary to perform his functions with the exception of the authority to administer oaths of office. If he needs this authority, it must be obtained from the Director as a personal delegation to the AD/P by name in accordance with the rulings of the Comptroller General.

2. In the memorandum from the Acting Deputy Director (Administration) to the Chief, Organization and Methods Service, of 25 June a study of provisions of the delegation of authority is requested with certain specific points to be taken under consideration. This raises once more the troublesome and highly technical problem of delegation of authority in the Government structure. The basic paper in this connection is the memorandum of 1 December 1950 establishing over-all administrative authorities. This was the subject of intensive study at the time. It must be remembered that this paper is not an administrative paper as much as it is an audit paper. That is, it is designed to satisfy the General Accounting Office and other audit authorities that every administrative action approved in the Agency is approved by someone with technical authority to take the action. The problem of who is properly authorized is surrounded by many laws, regulations and Comptroller General's opinions which, in the aggregate, are highly restrictive, and the paper of 1 December 1950 was designed to comply with such restrictions in the simplest manner possible. In some cases subordinates must be named to be properly authorized. This does not deny the right of the supervisor to limit the exercise of authority by those subordinates through normal administrative control. Therefore, the administration of authority is quite different from the technical problem of delegation of authority.

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JUL 30 1952

APPENDIX A.

<u>Registry No.</u>	<u>Date</u>	<u>To</u>	<u>From</u>	<u>Subject</u>
ER-4-5400	9-4-53	Chief, RCS	EO/DD/A	Delegations of Authority by the DCI
ER-4-5283	9-1-53	A/DD/A	Pers. Director	Delegations of Authority by the DCI
ER-4-5284	9-1-53	DD/A	CCP/DD/P	Delegations of Authority by the DCI
ER-4-4887	8-21-53	DD/P DD/I AD/Commo Director of Trng. Chief of Logistics Personnel Director General Counsel	A/DDA	Delegations of Authority by the DCI
		With attachments Tab A - ER-1-3903 Tab B - ER-1-3903		
ER4-5309	9-1-53	A/DDA	Chief of Logistics	Delegations of Authority by the DCI
ER4-5326	8-31-53	A/DDA	Director - Trng	Delegations of Authority by the DCI
ER4-5129	8-27-53	A/DDA	DD/I	Delegations of Authority by the DCI
ER4-5250	8-31-53	A/DDA	AD/Commo	Delegations of Authority by the DCI

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24 September 1953

MEMORANDUM FOR: The General Counsel.

SUBJECT: Delegations of Authority

REFERENCES: Attached File. (See Appendix A for Listing of Documents fwd with this memo)

In Reply, Refer to: Job 109 - RSW

1. The attached file was forwarded to us by the Executive Officer, Deputy Director (Administration) with the recommendation that we determine the most appropriate method for processing.
2. The suggestion that this paper be published originated with the Office of the Comptroller. It is my understanding that historically a paper similar to this was generated to satisfy General Accounting Office audit exceptions with regard to authorizations for payments of funds by officials to whom the appropriate authority had not been properly delegated. The Comptroller has originated a request for republication of this paper with the succession of each individual Director of Central Intelligence since the original paper was issued, and, with appropriate modifications, the delegations have been re-issued by each incoming Director.
3. The Comptroller will withdraw his request for publication of these delegations in this form contingent upon his assurance that:
  - a. Authorities granted by a prior Director continue in effect until rescinded; or
  - b. The appropriate authorities are contained in current Agency Regulations; and
  - c. There is no legal necessity for the publication of delegations in the proposed form.
4. It is my belief that the authorities delegated in this paper are adequately covered by the Confidential Funds Regulations and other Agency regulatory issuances. However, some of the authorities in question are stated in the regulations in more general terms and in language which is different than that used in the proposed memorandum, and which may be subject to differing legal interpretations.
5. We should like to request, therefore, that you verify the adequacy of existing regulations in this regard and, dependent upon your findings, recommend appropriate action to be taken by the Regulations Control Staff with regard to the subject file.

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6. It is my opinion that the most appropriate medium for the publication of these general Delegations of Authority would be in [redacted] - Organization, of Agency Regulations with specific authorities set forth in the particular regulation governing the function involved. I would recommend, therefore, that to the extent current regulatory issuances may be inadequate in this regard, appropriate changes should be made in the applicable regulations in preference to the issuance of subject memorandum in its present form.

7. I would appreciate receiving your comments at the earliest possible time. For purposes of our records, I am placing this subject in suspense for 15 October 1953.

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[redacted]  
Special Assistant to the  
Deputy Director (Admin.)

Attachment - 1

File on Delegations of Authority  
(Listing of Documents contained  
therein enclosed as Appendix A)

cc - Executive Officer, DD/A  
Comptroller  
SA/DDA:RHH:mas (24 Sept 53)  
Regulations Control Staff

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